

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **July 12, 2016**

**Friday
August 12, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training Institute event, you agree to all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Orlando Technical Assistance Seminar** sponsored by the **EEOC Miami District Office**. The seminar will be held at the **Sheraton Lake Buena Vista Resort**.



EEOC Orlando Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Sheraton
Lake Buena Vista Resort**
12205 South Apopka
Vineland Road
Orlando FL 32836
(407) 239-0444

www.sheratonlakebuenavistaresort.com

Attendees are responsible for making their own hotel arrangements. Special room rates are available for a limited time at

<https://www.starwoodmeeting.com/Book/eeoc2016>

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

EVENT Code: 16T-MIA-02

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Elaine McArthur

(813) 202-7924

(813) 228-2841 FAX

(800) 669-6820 TTY

elaine.mcarthur@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC Orlando Seminar

Friday
August 12, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-MIA-02

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a cd. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before August 11, 2016.

2) mailed registrations are postmarked on or before July 12, 2016. All mailed payments postmarked after July 12 are subject to the \$349 registration fee. Checks **received after** July 12 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

U.S. Equal Employment Opportunity Commission

EEOC Orlando Seminar

Friday
August 12, 2016



Schedule

7:45 a.m.
Registration

8:30 a.m.
Start

11:45 a.m.
Lunch (Provided)

4:45 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Elaine McArthur,
Outreach & Training
Manager,
(813) 202-7924
elaine.mcarthur@eeoc.gov

7:45 AM **REGISTRATION & CONTINENTAL BREAKFAST**

8:30 AM **Introductions from your Federal, State & Local EEO Leaders**

Michael Farrell, District Director, EEOC Miami District Office
Michelle Wilson, Executive Director, Florida Commission on Human Relations
Marcia Hope Goodwin, Director, City of Orlando Office of Human Relations
Patricia Newton, Human Rights Investigation Supervisor/Administrator, City of Tampa
Paul Valenti, Director, Pinellas County Office of Human Rights

9:00 AM **EEOC Moves into the Digital Age: It's Happening Now!**

Martin "Marty" Ebel, Director of Field Management Programs, Office of Field Programs, EEOC HQ Washington DC
Be at the cutting edge of EEOC's transformation to a digital charge system! This session will make you among the first to efficiently use EEOC's online portals to obtain real-time access to charge information important to you and your organization.

10:15 AM **BREAK**

10:30 AM **2016 Proposed Retaliation Guidance: The Latest Word**

Kimberly Cruz, Supervisory Trial Attorney, EEOC Miami District
Learn the most up-to-date information & strategies for addressing and avoiding what could potentially be your most significant charge risk.

11:45 AM **BUFFET LUNCH AND NETWORKING**

1:00 PM **Legal Developments in Employment Discrimination**

Robert Weisberg, Regional Attorney, EEOC Miami District Office
A review of the most important recent case law & developments at the Commission.

2:00 PM **BREAK**

2:15 PM **LGBT Issues: A Continuing Wave of Change**

Michael Farrell, District Director, EEOC Miami District Office
Gina Duncan, Transgender Inclusion Director, Equality Florida, Orlando FL
Jill Schwartz, Attorney at Law, Jill S. Schwartz & Associates, Winter Park FL
Others TBA
LGBT rights in the workplace continue to evolve at breakneck speed. Panelists will discuss differing views on cutting edge LGBT topics, including restroom access for transgender employees, transitioning employees, and addressing conflicts among employees regarding LGBT issues.

3:30 PM **Effectively Navigating Uncomfortable Workplace Situations**

Sharon Harrington, MA, CPLP®, Managing Consultant, Amediate LLC, Norfolk VA
This session will provide insight into identifying behavior indicators that could cause workplace morale to rapidly deteriorate and strategies for addressing them.

4:45 PM **ADJOURN**

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC ORLANDO SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-MIA-02

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* Discount Price

*Discount price of \$329 available for online registrations received before August 11, 2016. All payments received after July 12 will be subject to a \$349 registration fee. Checks received after July 12 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ Check Payable to EEOC Training Institute 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ State/Local Government Entities: To request an invoice to secure payment via check or credit card, please contact the EEOC Training Institute at 866-446-0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the EEOC Training Institute at 866-446-0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

► REGISTER ONLINE WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

► MAIL to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► QUESTIONS? CALL 703-291-0880 or toll free 1-866-446-0940; or e-mail

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other _____

How did you learn about this
seminar?

- ☐ Postcard in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other _____